



LABORATORY DIVISION DIRECTOR

CHARACTERISTICS OF WORK:

Employees in positions allocated to this job class are responsible for directing the activities of a division of a clinical or environmental laboratory. Duties include supervising laboratory technologists, laboratory technicians, and chemists in the performance of scientific analyses in areas such as chemistry, microbiology, biochemistry, hematology, serology, mycology, virology, parasitology, and others. Incumbents provide consultative services to physicians, disease investigators, epidemiologists, public health environmentalists, and other professionals, and perform special tests as necessary. Work is performed under general supervision.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

Master's Degree from an accredited four-year college or university in Microbiology, Chemistry, or Medical Technology;

AND

Experience:

Five (5) years of experience in a clinical or environmental laboratory.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in Microbiology, Chemistry, or Medical Technology;

AND

Experience:

Six (6) years of experience in a clinical or environmental laboratory.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university with a total of thirty-six (36) semester hours in chemistry and/or microbiology;

AND

Experience:

Six (6) years of experience in a clinical or environmental laboratory.

OR

Education:

A Bachelor's Degree from an accredited four-year college or university and a valid Certificate in Medical Technology from an accredited institution;

AND

Experience:

Six (6) years of experience in a clinical or environmental laboratory.

Required Document:

Applicant must attach a copy of his/her Certificate in Medical Technology issued from an accredited institution or a copy of his/her transcript or other evidence to verify required coursework.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Color Vision: Ability to identify colors.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Smell: Possesses the ability to use the sense of smell to recognize and distinguish odors.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle, or feel objects, tools, or controls. The incumbent is frequently required to stand; and reach with hands and arms. The incumbent is occasionally required to sit; walk; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity: Exhibits behaviors showing a strong internal personal commitment to fundamental principles of honesty and fairness dealing in all activities related to job performance.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Accountability: Accepts responsibility for actions and results.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

TECHNICAL COMPETENCIES:

Laboratory Science: The objective and systematic study of biological specimens and the testing and analysis of such specimens in a place equipped for experimental study.

Performs microbiological, serological, or chemical laboratory tests to obtain data for use in diagnosis, prevention, and treatment of diseases. Makes bacterial examinations in culture media to identify the specimens after examination. Performs qualitative and quantitative chemical analyses.

Documenting/Recording Information: Enters, compiles, records, or stores, information in written or electronic form.

Compiles reports on work completed to provide accurate information to be used in the diagnosis, prevention, and treatment of disease. Maintains accurate records and submits technical reports.

Information Management: Identifies a need for and knows where or how to gather information; organizes and maintains information.

Integrates and relates data. Maintains and provides information used in diagnosing, preventing, and treating diseases. Assimilates information from tests and studies. Maintains records and files.

Technology Application: Uses laboratory tools, machines, and equipment effectively.

Operates, calibrates, maintains, and repairs a variety of laboratory equipment such as centrifuges, microscopes, gas and liquid chromatograph, mass spectrometers, chemistry and hematology analyzers, and microbiology analyzers.

Technical Competence: Uses knowledge that is acquired through formal training or education or extensive on-the-job experience to perform one's job; understands and evaluates technical information; advises others on technical issues.

Establishes written policies and procedures for comprehensive quality assurance/quality control programs that measure and evaluate the overall quality of the laboratory division's testing process. Consults with agency personnel, the public, and service providers as required concerning specimen/sample collection, laboratory results interpretation, problem resolution, and general information concerning the field.

Laboratory Supervision: Directs and supervises the activities and staff of a division of a clinical or environmental laboratory.

Supervises laboratory technologists, laboratory technicians, and chemists in performing scientific analyses on clinical or environmental laboratory specimens. Supervises laboratory procedures and ensures efficiency.

MANAGEMENT COMPETENCIES:

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions.

Macro Oriented: Exercises good judgment; makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise.

Working Through Others: Supports, motivates, and is an advocate for staff.

Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others. Monitors workloads and provides feedback.

Results Oriented: Plans effectively to achieve or exceed goals; sets and meets deadlines.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Supervises lab personnel and procedures and ensures efficiency of lab equipment.
2. Establishes and implements policies and procedures, maintains records, and controls expenditures.
3. Maintains communication with agency personnel, service providers and the general public.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Supervises laboratory technologists, laboratory technicians and chemists in performing scientific analyses on clinical or environmental laboratory specimens.

Implements and monitors laboratory procedures to remain in compliance with applicable federal licensure/certification programs, and satisfactory proficiency testing results.

Operates, calibrates, maintains, and repairs a variety of laboratory equipment such as centrifuges, microscopes, gas and liquid chromatograph, mass spectrometers, chemistry and hematology analyzers, and microbiology analyzers.

Performs special tests such as fluorescent antibody tests, identification of bacteria, special blood typing procedures, and analysis of inorganic and organic analytes.

Develops and maintains a system of records and reports for all laboratory activities.

Prepares budget requests for laboratory unit and monitors expenditures.

Establishes written policies and procedures for comprehensive quality assurance/quality control programs that measure and evaluate the overall quality of the laboratory division's testing process.

Consults with agency personnel, the public and service providers as required concerning specimen/sample collection, laboratory results interpretation, problem resolution, and general information concerning the field.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.